**Service Quality Consultant I Standard Job Description**

**Classification Title:** Service Quality Consultant I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Service Quality Consultant I, under supervision, provides support to staff by serving as a coordinating resource and offering suggestions and solutions which enhance efficiency and effectiveness across all aspects of the department.

**Essential Duties and Tasks:**

**40% Business Process Consultation and Approval**

* Serves as point of contact for customers and staff with routing and business processes questions. Assists in assessing client needs, troubleshooting problems, and resolving issues.
* Collaborates with internal departments to drive solutions to critical issues.
* Assists in processing Inbox tasks for business processes for all employee types that route through.
* Assists in collecting, analyzing, reviewing, and documenting process changes. May serve as a liaison with Technology Services and/or Workday Services.
* Upholds University policies for data security and customer data access.

**15% Troubleshooting**

* Investigates business processing scenarios.
* Analyzes and troubleshoots defects and/or errors to the point of resolution or escalation.

**15% Data Consultation**

* Assesses client needs through direct interaction.
* Helps create detailed functional and technical specifications and defines data requirements.
* Ensures that data is accurately processed and maintained according to organization rules and applicable regulations.
* Assists with testing of service quality configurations and reports.

**10% Training and Document Creation/Maintenance**

* Assists in conducting training for end-users.
* May create job aides for end-users.
* Participates in training and professional development sessions.
* Helps document current business processes and prepares business and technical requirements for new or existing individual applications or module functions.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Six months of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Ability to multitask and work cooperatively with others.
* Written communication, analytical, interpersonal, and organizational skills.
* Ability to deal with sensitive information and maintain confidentiality as required by state and federal law.

**Machines and Equipment:**

* Standard office equipment: computer, keyboard, multifunctional printer, telephone, fax machine: 25 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**